

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

**RE: FORMAL NOTICE OF INTENT TO FILE IN SMALL CLAIMS COURT**

Dear [Debtor Name],

This letter serves as a formal demand for payment regarding your delinquent account, reference number [Account/Invoice Number].

Despite previous attempts to resolve this matter, your balance of \$[Total Amount Owed] remains unpaid. This balance has been overdue since [Original Due Date].

Please consider this your final notice. You are requested to pay the full amount of \$[Total Amount Owed] by [Deadline Date, e.g., 10 days from today]. Payment should be sent to the address listed at the top of this letter.

If payment is not received by the date specified above, I will have no choice but to initiate legal proceedings against you in Small Claims Court to recover the debt, plus court costs and any applicable interest allowed by law.

I hope to resolve this matter amicably and avoid the need for litigation. Please contact me immediately at [Your Phone Number] if you wish to discuss a payment plan.

Sincerely,

[Your Signature]

[Your Printed Name]